



## Belfast City Council

<b>Report to:</b>	Parks and Leisure Committee
<b>Subject:</b>	Intention to Seek Tenders for the Procurement of Supplies and Services.
<b>Date:</b>	12 April 2012
<b>Reporting Officer:</b>	Andrew Hassard, Director of Parks & Leisure
<b>Contact Officers:</b>	Pearse McCormick, Finance & Systems Manager

<b>1</b>	<b>Relevant Background Information</b>
	<p>This report lists the planned procurement exercises for 2012/13, for which approval is sought. It is planned that a further report will be presented to Committee in October for any additional tenders not included in this report. There may also be occasions when individual requests are tabled outside of these two main reports, but these will be by exception and reasons will be included in any such report.</p>

<b>2</b>	<b>Key Issues</b>
	<p>If approved, it is intended to initiate procurement exercises for the following contracts / tenders;</p> <ul style="list-style-type: none"><li>• Repair &amp; Maintenance of Grounds Maintenance Plant &amp; Equipment</li><li>• Hire of Miscellaneous Grounds Maintenance Services</li><li>• Supply of Pitch Drainage works</li><li>• Supply &amp; Delivery of a Print Service for Parks and Leisure</li><li>• Provision of a Window Cleaning Service ( Belfast Castle, Malone House, Belfast Zoo &amp; Crematorium &amp; Leisure Centres)</li><li>• Tenders / quotations relating to Tropical Ravine Heritage Lottery Fund application, specifically;<ul style="list-style-type: none"><li>○ Architectural and associated design services to RIBA D</li><li>○ Professional Fees Integrated Conservation Management planning</li><li>○ Professional Fees Audience Development and Interpretive planning</li><li>○ Professional Fees Botanical expertise</li></ul></li></ul> <p>The length of each tender will be determined on a case by case basis and the department will ensure appropriate contract management processes are</p>

in place for each one.  
 Committee is asked to note that all tenders will be evaluated on both cost and quality and tenders will be awarded to the most economically advantageous tenders.

**3 Resource Implications**

Financial

The cost / value of each tender has been provided for within the relevant Revenue Estimates for the department. Contracts tenders are for a period of more than one year, unless stated. Anticipated value, where known, is as follows;

<b>Tender</b>	<b>Potential Annual Cost / Revenue</b>
Repair & Maintenance of Grounds Maintenance Plant & Equipment	Demand led, call off contract
Hire of Miscellaneous Grounds Maintenance Services	Demand led, call off contract
Supply of Pitch Drainage works	Demand led, call off contract
Supply & Delivery of Print Service for Parks and Leisure	£25,000
Provision of a Window Cleaning Service ( Belfast Castle, Malone House, Belfast Zoo & Crematorium & Leisure Centres)	£20,000
Architectural and associated design services to RIBA D	£69,960
Professional Fees Integrated Conservation Management planning	£30,900
Professional Fees Audience Development and Interpretive planning	£15,000
Professional Fees Botanical expertise	£12,000

Human Resources

There are no additional human resource implications

Asset and Other Implications

Completion of the identified procurement exercises will enable the department to continue to provide a high standard service while still effectively managing our resources

<b>4</b>	<b>Equality and Good Relations Implications</b>
	None.

<b>5</b>	<b>Recommendations</b>
	It is recommended that Members approve the proposed tendering exercises and authorise the Director, under the Scheme of Delegation, to award the successful tenders.

<b>6</b>	<b>Decision Tracking</b>
	All tenders to be issued, evaluated and approved during the financial year 2012/13

<b>7</b>	<b>Abbreviations</b>
	None

<b>8</b>	<b>Documents Attached</b>
	None